Newcomers’ Tasks Timeline

First week “essentials”: a schematic guide to the various key tasks to complete in your first days at CERN

**Prior to the first day**

- Create CERN email account
- Update your local address and emergency contact in EDH*
- Request access to the CERN site
- Book an appointment to collect your proximeter* (if required)
- Register your vehicle (optional)*
- Complete and sign "Declaration of honor"*
- Complete COVID-19 Safety course*
- Register your personal devices to the CERN network*
- Apply for a French legitimitation card*
- Attend HR Welcome Session
- Attend HR Newcomers Coffee

**First day of work**

- Meet your Supervisor
- Create CERN computing account
- Attend EN Induction + DAO Welcome Session
- Enjoy your journey with CERN!

**Within the first few days of work on site**

- Pick up permanent access card*
- Attend Quarterly Onboarding Session

**Within the first two months**

- Sign and return your contract
- Check if you need a Visa*
- Follow the mandatory computing and safety courses*
- Open CH IBAN bank account*
- Attend Welcome Session by contract status
- Enjoy your journey with CERN!

Legend: Icons marked with * are hyperlinked: click on the icon for more information

Check it out!

Before I arrive formalities:
- My first week at CERN: https://hr.web.cern.ch/my-first-week
- Life at CERN: https://hr.web.cern.ch/life-cern

If you need help or support, don't hesitate to reach out! https://hr.web.cern.ch/i-have-question-who-can-i-contact